

DTI CIO – Microsoft Office 365 Update

M E M O R A N D U M

TO: Governor, Cabinet Members, Elected Officials, Chief Justice, and Agency Heads

FROM: Jason Clark, CIO

DATE: May 25, 2021

SUBJECT: Microsoft Office 365 Update

I am pleased to let you know that the Department of Technology and Information (DTI) is near completion of the enterprise-wide move to Microsoft (MS) Office 365. By June 30, 2021, the MS Office 365 (O365) Project Team anticipates that all state employees will have access to the core MS applications, such as Outlook and Office, as well as MS collaborative services including OneDrive and Teams.

Regarding next steps, the O365 Project Team will focus on decommissioning Skype for Business (SfB), standardizing conference tools, and enabling additional MS products and features. SfB and WebEx will be phased out in favor of Microsoft Teams use. Driving the adoption of MS Teams will significantly reduce our costs and improve support for a single enterprise solution.

DTI is actively working with your agency's Information Resource Managers, Information Security Officers, and IT staff to identify and communicate any additional tasks associated with decommissioning SfB.

To ensure employees are aware and can maximize the use of all

the MS tools available, DTI's 0365 Team actively manages the Office365.delaware.gov website and coordinates with MS partners to provide weekly online training. Our end goal is to enable new MS products and features, guide and encourage employee adoption, and form a more standardized, cost-effective service to you – our partner agencies.

If you have any questions or concerns, please feel free to reach out to your agency's [Customer Engagement](#) representative.